

## **JOB COACH**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for supervising eligible Center for Exceptional Programs participants in on-the-job training employment opportunities. The incumbent trains the participant and sees that the duties are carried out in accordance with the pre-set standards of the employer. The work is performed under the direct supervision of the Work Study Coordinator with leeway allowed for use of independent judgement in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Meets with potential employers and explains the work program, the role of the Job Coach and the employer's responsibilities;  
Reviews all specific job responsibilities with the employer and develops task analysis and performance goals prior to matching the participant to a job;  
Reviews the participant's work interests and aptitude for job matches as well as meets with family members and/or residential staff to insure home support;  
Interviews and counsels participants with regard to specific job opportunities;  
Instructs participants on the fundamental duties of an employee such as arriving to work on time, proper dress, personal hygiene, etc;  
Trains and supervises participants on specific job duties and responsibilities as required by the employer at the work site;  
Identifies and accesses participant work adjustment problems as well as develops and carries out a plan for problem resolution;  
Assists participant in socialization at work site during breaks and lunch;  
Records participant's work progress and reports findings to both the Work Study Coordinator and the employer;  
May perform participant's job tasks.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to work comfortably with people having disabilities;  
Ability to plan and review the work of others;  
Ability to establish good working relationships with others;  
Ability to communicate effectively both orally and in writing;  
Ability to prepare and present both written and oral reports;  
Ability to follow written and oral instructions;  
Patience;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: Certain assignments made to employees in this position will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.